

## **2021 PAYROLL DEADLINE SCHEDULE**

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**SEMI-MONTHLY** - Faculty, Lecturers, Instructors (FT & PT), Full-time Professional staff (Exempt), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants, and Doctorate Research Fellow.

**BI-WEEKLY** - Full-time Professionals (Non-Exempt), Part-time Professionals, Interim Employees, Admin Fellows

**BI-WEEKLY** - Full-time and Part-time employees in positions represented by Local 2110

**WEEKLY** - Full-time and Part-time employees in positions represented by Local 707 and 32BJ

## 2021 PAYROLL DEADLINE SCHEDULE (SEMI-MONTHLY)

### **Faculty, Lecturers, Instructors (FT/PT), Full-time Professional Staff (EXEMPT), Research Assistants, Teaching Assistants, Adjuncts, Course Assistants and Doctorate Research Fellows on appointments**

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

<b>Start Date</b>	<b>End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: PAF must reach Budget Office &amp; Hiring Proposals must be submitted by 5pm</b>
1-Jan-21	15-Jan-21	15-Jan-21	1	09-Dec-20
16-Jan-21	31-Jan-21	29-Jan-21	2	24-Dec-20
1-Feb-21	15-Feb-21	12-Feb-21	3	07-Jan-21
16-Feb-21	28-Feb-21	26-Feb-21	4	22-Jan-21
1-Mar-21	15-Mar-21	15-Mar-21	5	08-Feb-21
16-Mar-21	31-Mar-21	31-Mar-21	6	19-Feb-21
1-Apr-21	15-Apr-21	15-Apr-21	7	12-Mar-21
16-Apr-21	30-Apr-21	30-Apr-21	8	30-Mar-21
1-May-21	15-May-21	14-May-21	9	13-Apr-21
16-May-21	31-May-21	28-May-21	10	29-Apr-21
1-Jun-21	15-Jun-21	15-Jun-21	11	07-May-21
16-Jun-21	30-Jun-21	30-Jun-21	12	24-May-21
1-Jul-21	15-Jul-21	15-Jul-21	13	08-Jun-21
16-Jul-21	31-Jul-21	30-Jul-21	14	28-Jun-21
1-Aug-21	15-Aug-21	13-Aug-21	15	15-Jul-21
16-Aug-21	31-Aug-21	31-Aug-21	16	26-Jul-21
1-Sep-21	15-Sep-21	15-Sep-21	17	02-Aug-21
16-Sep-21	30-Sep-21	30-Sep-21	18	20-Aug-21
1-Oct-21	15-Oct-21	15-Oct-21	19	09-Sep-21
16-Oct-21	31-Oct-21	29-Oct-21	20	28-Sep-21
1-Nov-21	15-Nov-21	15-Nov-21	21	11-Oct-21
16-Nov-21	30-Nov-21	30-Nov-21	22	22-Oct-21
1-Dec-21	15-Dec-21	15-Dec-21	23	04-Nov-21
16-Dec-21	31-Dec-21	23-Dec-21	24	17-Nov-21

## 2021 PAYROLL DEADLINE SCHEDULE (BI-WEEKLY - B2 PAYROLL)

### Full-Time Professionals NON-EXEMPT, Part-time Professional Employees, Interim Employees, Admin Fellows Full-time and Part-time employees in positions represented by Local 2110

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: PAF must reach Budget Office & Hiring Proposals must be submitted by 5pm	Deadline for Employees: Time Sheets must be submitted no later than NOON	Deadline for Approvers: Time Sheets must be approved no later than NOON
28-Dec-20	10-Jan-21	15-Jan-21	1	17-Dec-20	11-Jan-21	12-Jan-21
11-Jan-21	24-Jan-21	29-Jan-21	2	07-Jan-21	25-Jan-21	26-Jan-21
25-Jan-21	07-Feb-21	12-Feb-21	3	19-Jan-21	08-Feb-21	09-Feb-21
08-Feb-21	21-Feb-21	26-Feb-21	4	02-Feb-21	22-Feb-21	23-Feb-21
22-Feb-21	07-Mar-21	12-Mar-21	5	15-Feb-21	08-Mar-21	09-Mar-21
08-Mar-21	21-Mar-21	26-Mar-21	6	03-Mar-21	22-Mar-21	23-Mar-21
22-Mar-21	04-Apr-21	09-Apr-21	7	18-Mar-21	05-Apr-21	06-Apr-21
05-Apr-21	18-Apr-21	23-Apr-21	8	01-Apr-21	19-Apr-21	20-Apr-21
19-Apr-21	02-May-21	07-May-21	9	15-Apr-21	03-May-21	04-May-21
03-May-21	16-May-21	21-May-21	10	29-Apr-21	17-May-21	18-May-21
17-May-21	30-May-21	04-Jun-21	11	12-May-21	28-May-21	01-Jun-21
31-May-21	13-Jun-21	17-Jun-21	12	25-May-21	11-Jun-21	14-Jun-21
14-Jun-21	27-Jun-21	02-Jul-21	13	09-Jun-21	28-Jun-21	29-Jun-21
28-Jun-21	11-Jul-21	16-Jul-21	14	23-Jun-21	12-Jul-21	13-Jul-21
12-Jul-21	25-Jul-21	30-Jul-21	15	08-Jul-21	26-Jul-21	27-Jul-21
26-Jul-21	08-Aug-21	13-Aug-21	16	22-Jul-21	09-Aug-21	10-Aug-21
09-Aug-21	22-Aug-21	27-Aug-21	17	05-Aug-21	23-Aug-21	24-Aug-21
23-Aug-21	05-Sep-21	10-Sep-21	18	13-Aug-21	03-Sep-21	07-Sep-21
06-Sep-21	19-Sep-21	24-Sep-21	19	27-Aug-21	20-Sep-21	21-Sep-21
20-Sep-21	03-Oct-21	08-Oct-21	20	13-Sep-21	04-Oct-21	05-Oct-21
04-Oct-21	17-Oct-21	22-Oct-21	21	27-Sep-21	18-Oct-21	19-Oct-21
18-Oct-21	31-Oct-21	05-Nov-21	22	14-Oct-21	29-Oct-21	01-Nov-21
01-Nov-21	14-Nov-21	19-Nov-21	23	27-Oct-21	15-Nov-21	16-Nov-21
15-Nov-21	28-Nov-21	03-Dec-21	24	09-Nov-21	29-Nov-21	30-Nov-21
29-Nov-21	12-Dec-21	17-Dec-21	25	23-Nov-21	13-Dec-21	14-Dec-21
13-Dec-21	26-Dec-21	23-Dec-21	26	01-Dec-21	16-Dec-21	17-Dec-21

## 2021 PAYROLL DEADLINE SCHEDULE (WEEKLY)

### Full-time and Part-time employees in positions represented by Local 707 and Local 32BJ

NOTE: The following schedule establishes deadlines for receipt of complete Personnel Action Forms (PAFs) and electronic PAFs (ePAFs). PAFs submitted to the Controller's Office *without the approval* signature(s) of the Originator, Supervisor, and/or the Vice Provost/President, Financial Aid (If Applicable) *may not be processed* per the following schedule.

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments: PAF must reach Budget Office & Hiring Proposals must be submitted by 5pm
28-Dec-20	03-Jan-21	08-Jan-21	1	11-Dec-20
04-Jan-21	10-Jan-21	15-Jan-21	2	22-Dec-20
11-Jan-21	17-Jan-21	22-Jan-21	3	06-Jan-21
18-Jan-21	24-Jan-21	29-Jan-21	4	12-Jan-21
25-Jan-21	31-Jan-21	05-Feb-21	5	20-Jan-21
01-Feb-21	07-Feb-21	12-Feb-21	6	27-Jan-21
08-Feb-21	14-Feb-21	19-Feb-21	7	03-Feb-21
15-Feb-21	21-Feb-21	26-Feb-21	8	10-Feb-21
22-Feb-21	28-Feb-21	04-Mar-21	9	16-Feb-21
01-Mar-21	07-Mar-21	12-Mar-21	10	23-Feb-21
08-Mar-21	14-Mar-21	19-Mar-21	11	02-Mar-21
15-Mar-21	21-Mar-21	26-Mar-21	12	10-Mar-21
22-Mar-21	28-Mar-21	02-Apr-21	13	17-Mar-21
29-Mar-21	04-Apr-21	09-Apr-21	14	24-Mar-21
05-Apr-21	11-Apr-21	16-Apr-21	15	31-Mar-21
12-Apr-21	18-Apr-21	23-Apr-21	16	07-Apr-21
19-Apr-21	25-Apr-21	30-Apr-21	17	14-Apr-21
26-Apr-21	02-May-21	07-May-21	18	21-Apr-21
03-May-21	09-May-21	14-May-21	19	28-Apr-21
10-May-21	16-May-21	21-May-21	20	05-May-21
17-May-21	23-May-21	28-May-21	21	12-May-21
24-May-21	30-May-21	04-Jun-21	22	19-May-21
31-May-21	06-Jun-21	11-Jun-21	23	25-May-21
07-Jun-21	13-Jun-21	17-Jun-21	24	01-Jun-21
14-Jun-21	20-Jun-21	25-Jun-21	25	08-Jun-21
21-Jun-21	27-Jun-21	02-Jul-21	26	15-Jun-21
28-Jun-21	04-Jul-21	09-Jul-21	27	23-Jun-21
05-Jul-21	11-Jul-21	16-Jul-21	28	29-Jun-21
12-Jul-21	18-Jul-21	23-Jul-21	29	07-Jul-21
19-Jul-21	25-Jul-21	30-Jul-21	30	14-Jul-21
26-Jul-21	01-Aug-21	06-Aug-21	31	21-Jul-21
02-Aug-21	08-Aug-21	13-Aug-21	32	28-Jul-21
09-Aug-21	15-Aug-21	20-Aug-21	33	04-Aug-21
16-Aug-21	22-Aug-21	27-Aug-21	34	11-Aug-21

**2021 WEEKLY PAYROLL DEADLINES – CONTINUED**

23-Aug-21	29-Aug-21	03-Sep-21	35	18-Aug-21
30-Aug-21	05-Sep-21	10-Sep-21	36	25-Aug-21
06-Sep-21	12-Sep-21	17-Sep-21	37	31-Aug-21
13-Sep-21	19-Sep-21	24-Sep-21	38	08-Sep-21
20-Sep-21	26-Sep-21	01-Oct-21	39	15-Sep-21
27-Sep-21	03-Oct-21	08-Oct-21	40	22-Sep-21
04-Oct-21	10-Oct-21	15-Oct-21	41	29-Sep-21
11-Oct-21	17-Oct-21	22-Oct-21	42	06-Oct-21
18-Oct-21	24-Oct-21	29-Oct-21	43	13-Oct-21
25-Oct-21	31-Oct-21	05-Nov-21	44	20-Oct-21
01-Nov-21	07-Nov-21	12-Nov-21	45	26-Oct-21
08-Nov-21	14-Nov-21	19-Nov-21	46	03-Nov-21
15-Nov-21	21-Nov-21	24-Nov-21	47	08-Nov-21
22-Nov-21	28-Nov-21	03-Dec-21	48	15-Nov-21
29-Nov-21	05-Dec-21	10-Dec-21	49	22-Nov-21
06-Dec-21	12-Dec-21	17-Dec-21	50	01-Dec-21
13-Dec-21	19-Dec-21	23-Dec-21	51	03-Dec-21
20-Dec-21	26-Dec-21	30-Dec-21	52	06-Dec-21

**2021 SUMMER PAYROLL DEADLINE SCHEDULE**  
 FOR FULL-TIME FACULTY AND LECTURER APPOINTMENTS ONLY

<b>Summer Session</b>	<b>Payroll Start Date</b>	<b>Payroll End Date</b>	<b>Check Date</b>	<b>Pay Cycle #</b>	<b>Payroll Deadline for Departments: PAF must reach Budget Office &amp; Hiring Proposals must be submitted by 5pm</b>
<b>A</b>	5/20/2021	6/10/20201	6/16/2021	1	5/24/2021
	6/11/2021	6/30/2021	7/7/2021	2	6/14/2021
<b>B</b>	7/6/2021	7/27/2021	7/29/2021	1	7/7/2021
	7/28/2021	8/17/2020	8/19/2021	2	7/27/2021